



U.S. DEPARTMENT OF THE INTERIOR  
Certification of Position Approval for Retirement  
Under  
5 USC 8336(c) and 8412(d)

☒ Approved under the Civil Service Retirement System, 5 USC 8336(c)

☒ Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (FF)

Bureau: Bureau of Land Management - Bureau Wide

Classification Title: Assistant Fire Management Officer

Organization Title: \_\_\_\_\_

Position Number: F2016 Series and Grade: GS-0401-12

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This position has administrative duties in an organization having a firefighting mission. The primary duties are administrative and directly connected with the control and extinguishment of fires. The incumbent serves as the Assistant to the State Fire Management Officer who is responsible for the State's fire and aviation management programs. The incumbent serves as one of the State's senior experts in fire and aviation management, providing professional knowledge of resource and ecosystem management and extensive knowledge and experience in all levels of fire suppression, prescribed fire, and aviation management. **The position requires prior firefighting experience and is clearly in an established career path.**

[Signature]  
Bureau Program Designee

12/20/00  
Date

Marcia L. Scifres  
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

12/22/2000  
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 11/21/2000. Approval is by DOI Secretary's Designee:

Wendell K. Sutton  
Wendell K. Sutton, Deputy Assistant Secretary, Human Resources

12/27/2000  
Date

<b>POSITION DESCRIPTION</b> (Please Read Instructions on the Back)						1. Agency Position No. F2016	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		10. Competitive Level Code	
				11. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
15. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials Date
a. Office of Personnel Management							
b. Department, Agency or Establishment							
c. Second Level Review							
d. First Level Review		ASSISTANT FIRE MANAGEMENT OFFICER		GS	401	12	
e. Recommended by Supervisor or Initiating Office							
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)			
18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR				c. Third Subdivision			
a. First Subdivision BUREAU OF LAND MANAGEMENT				d. Fourth Subdivision			
b. Second Subdivision STATE OFFICE				e. Fifth Subdivision			
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature _____ Date _____				Signature _____ Date _____			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position			
Typed Name and Title of Official Taking Action MARK W. WHITESELL SUPV. PERSONNEL MANAGEMENT SPECIALIST				GS-401 GENERAL BIOLOGICAL SCIENCES SERIES, RANGELAND MANAGEMENT SERIES, GS-454, TS-126, SEPTEMBER 1993			
Signature _____ Date _____				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials Date
a. Employee (optional)					Department of Interior, FPMR Retirement Team Specialist		
b. Supervisor					This PD has been approved to follow under JUSC 8336(c) and 16412(d): Firefighter Law Enforcement		
c. Classifier					Primary Secondary/Supvy		
24. Remarks				Approval Date 12/17/00			
25. Description of Major Duties and Responsibilities (See Attached)							

## **INTRODUCTION**

Serves as the Assistant to the State Fire Management Officer who is responsible for the State's fire and aviation management programs, with significant responsibility for providing statewide leadership, policy and guidance formulation, and the management and coordination of the programs. The Fire Program consists of a diverse geographical area composed of a wide variety of climactic conditions, extremes in elevation, ground cover and fuel type.

Serves as one of the State's senior experts in fire and aviation management, providing professional knowledge of resource and ecosystem management, and extensive knowledge and experience in all levels of fire suppression, prescribed fire, and aviation management.

Prior service in a primary fire fighter position is required for this position.

## **MAJOR DUTIES**

### **1. Planning, Programming, and Budgeting (20%)**

Assists the State Fire Management Officer in planning, programming and budgeting for the fire and aviation management programs. Develops and ensures the execution of policies and plans which meet the objectives of the State's fire and aviation management programs, and ensures the integration of fire management considerations into land management activities. Works with the State Fire Management Officer in providing guidance and direction for the development of fire management plans and budget formulation at District levels to ensure economic feasibility and attainment of objectives. Directs, conducts and participates in analysis, interim and follow up evaluations of projects and activities to ensure fire and land management objectives are obtained, and to identify better and more efficient methods and procedures for conducting project and program activities.

### **2. Technical Guidance and Direction (20%)**

Assists the State's senior professional fire management in their role as advisor to the State Director and staff, and District Managers and staff. Working with the State Fire Management Officer, is responsible for the development of State Office manual directives, handbooks, information/instruction memoranda, workshops, etc., to provide fire management guidance and direction for the fire and aviation programs. Interprets national policy and direction and develops State guidelines, standards and specifications for the use of automated fire and aviation systems. Following guidance provided by the State Fire Management Officer, directs and conducts program and activity reviews of district offices, fire readiness/preparedness evaluations, fire critiques, post season reviews. Provides guidance and assistance to district offices in resolving complex and/or novel situations.

### 3. Liaison (15%)

Working with the State Fire Management Officer, establishes and maintains cooperative relations with public and private groups, local and State governmental groups and other Federal agencies in fire planning, budgeting and program implementation. Develops cooperative agreements to increase the efficiency and effectiveness of the fire management programs. Monitors state and local legislation for impacts on the State's fire and aviation programs. Assists in developing, proposing, and/or critiquing proposed Federal, State, and local legislation and regulations. May be required to represent the State Director at interagency fire meetings.

### 4. Prescribed Fire/Fuel Treatment (10%)

Assists the State Fire Management Officer in formulating, developing, and implementing policy and procedures related to prescribed fire and fuels treatment for the purpose of achieving defined resource and fire hazard reduction objectives. Ensures fuels treatment and hazard reduction plans consider alternatives, such as fire, chemical, mechanical and biological processes. Determines air quality (smoke management) implications and provides guidelines for achieving compliance with State and Federal regulations. Proposes, coordinates, and conducts training necessary to achieve prescribed fire and fuels treatment objectives.

### 5. Fire Protection (10%)

Assists the State Fire Management Officer in organizing and administering a fire protection program that includes fire prevention, presuppression, suppression, and post suppression activities. Develops, implements, and evaluates fire protection policies and procedures to meet legislative, regulatory, and land use objectives. Determines whether proposed activities are economically feasible. Proposes, coordinates, and conducts training necessary to achieve fire protection program goals. Directs, conducts, and performs in fire suppression efforts, and/or assumes management leadership in the evaluation of the effectiveness of the suppression efforts.

### 6. Fire and Aviation Safety Management (10%)

Provides guidance, develops policy, and reviews the effectiveness of safety standards in the fire and aviation programs. Participates in accident investigations to determine causes and preventive measures. Develops and prepares statewide Safety and Accident plans for aviation activities.

### 7. Fire Trespass (5%)

Assists the State Fire Management Officer in the implementation of established fire trespass policies and procedures. May coordinate settlement of major fire trespass

cases. Using guidance provided by the State Fire Management Officer, may work with management and the solicitor's office to negotiate administrative and legal restitution for losses resulting from fire trespass.

#### 8. Emergency Services (5%)

Participates in the development of national and state emergency and disaster planning with the Federal Emergency Management Agency, and other governmental agencies. As requested or determined by the State Fire Management Officer, provides and coordinates Bureau personnel and equipment to support the accomplishment of emergency disaster services and search and rescue.

#### 9. Supervision (As applicable) (5%)

a. **Work Direction:** Plans, organizes, directs, coordinates, and controls activities pertaining to the accomplishment of assigned functional responsibilities. Such tasks include defining broad objectives and specific goals; establishing, evaluating, and adjusting long-range schedules, objectives, and goals in relation to workload, personnel required, and priority; making work assignments and setting priorities; reviewing work products for adequacy and accuracy, policy and regulatory compliance and application. Maintains management and employee communications, keeping employees informed as to regulatory requirements, policy, procedures and the interpretation thereof. Devises and maintains record keeping systems to provide required information for production reporting, evaluation, control of costs, etc. Coordinates with other organization supervisors on work related problems, technical problems not covered by precedents or established policies. Makes organizational, equipment, etc., changes to increase productivity.

b. **Administration:** Responsible for the administration of a variety of management programs such as safety, upward mobility, cost reductions, sick leave and overtime usage, EEO, suggestions, etc.. Establishes goals for subordinate leaders that will accomplish management objectives. Establishes record keeping systems and monitors accomplishments against objectives. Initiates corrective action. Establishes policies, regulations, procedures, etc., to accomplish organizational objectives. Advises immediate supervisor of program accomplishment, issues, and impact of changes.

c. **Personnel Management:** Performs personnel management tasks such as making selections/recommendations for subordinate positions; participating in position and pay management programs; establishing performance standards and evaluating performance; maintaining discipline; hearing and resolving complaints and grievances; consulting with specialists on training needs, and deciding on training issues; taking disciplinary actions; approving sick and annual leave; and approving personnel actions initiated by subordinates. Develops internal programs, plans and procedures to ensure subordinates adhere to personnel management requirements.

## **FACTORS**

### Factor 1 Knowledge Required by the Position

Mastery of professional knowledge of natural resource/rangeland management and ecology as they relate to fire and the interrelationships of fire and fire effects upon plant species and communities.

Thorough knowledge and understanding of wildland fire behavior, fire protection concepts and organizations, fire planning, fire suppression and aviation equipment for all levels of fire complexities gained through a combination of training and practical experience.

Knowledge and understanding of the use of prescribed fires to achieve ecosystem management objectives.

General knowledge and familiarity with principles and practices of ecosystem management.

Knowledge of laws, Department and Bureau manuals and directive systems, policies, regulations, program planning, budgeting systems, and administrative requirements and procedures applicable to fire, aviation and ecosystem management.

Knowledge, skills, and abilities in the areas of facilitation, problemsolving, team building, leadership, motivation, innovation, coaching, and counseling.

Extensive experience as a District Fire Management Officer or State or National Fire and Aviation Staff experience. Experience at Command and General Staff level on a Type I or Type II incident.

Working knowledge of Coordination Center Operations.

Working knowledge of fire aviation management principles.

### Factor 2 Supervisory Controls

The State Fire Management Officer provides work assignments through broadly defined statements, goals, and objectives. The incumbent has marked freedom from control and independently determines programs and actions within dollar allocations and cost targets, and resource objectives. The supervisor is kept informed of significant developments. Completed work is reviewed primarily for effectiveness in meeting program objectives and for conformance to Bureau policies.

### Factor 3 Guidelines

Guidelines are broadly stated Bureau manuals, directives, regulations, policy statements, and Federal land management statutes. Many of the issues encountered are unusual, subject to controversy on occasion as to the approach to be taken. A high degree of originality and creativity may be necessary when specific procedures and practices are developed. These may be precedent setting or novel in fire management and may influence State, regional and national agency standards or methodology.

### Factor 4 Complexity

Assignments involve a broad range of duties in fire management and aviation operations. Primary responsibility is to provide fire management guidance, program development and review, and coordination with Resource staff on resource management issues. The land area and the functional programs are characterized by a significant number of complex features, as typified by the following or comparable situations: a number of State and regional level cooperative relationships and activities with other fire organizations; heavy dependence on prescribed fire to achieve ecosystem management objectives; fire impact affecting complex resource management issues. Major urban interface issues: program draws high public interest and political sensitivity; a large number of widely scattered but extensive areas of intermingled Federal and nonFederal lands; extensive commercially valuable resources which provide significant support for a number of dependent communities and industries; extreme variables in terrain, elevation, climate, fuel types, ignition sources, and rate of spread which have a decided effect on plans, methods, procedures, and policies; a wide variety of fuels ranging from cheatgrass, rangeland grasses and other flash fuels to heavier types, such as brush and logging slash; extended periods with little or no precipitation, periodic heavy concentration of lightning and high velocity winds; a variety of fixedwing and rotarywing aircraft and a variety of differing Statewide applications.

### Factor 5 Scope and Effect

The purpose of the position is to function as a full assistant to the State Fire Management Officer, providing statewide management guidance and coordination to ensure the effectiveness of the fire and aviation management programs and to ensure these programs are integrated with all resource programs, objectives, and policies of the State. May commit statewide BLM resources and other resources through the provisions contained in cooperative agreements and other exigencies. The work performed affects the State's fire and aviation programs, other Bureau resource programs, other agency operations, operations of private companies and individual resource users. Work performed affects the adequacy of agency actions taken to protect human life, personal property and natural resources. Decisions may result in the expenditure of large sums of federal funds and affect employee and public safety.

Factor 6 Personal Contacts

Contacts are with fire and other resource personnel and managers throughout the Bureau as well as with State and local government or other Federal agencies, with special interest groups, the news media, and with the general public.

Factor 7 Purpose of Contacts

Contacts are for the purpose of exchanging information, coordinating work efforts and planning, identifying mutual issues, providing fire management advice and guidance, integrating operations, and negotiating issue solutions. Negotiates cooperative agreements with other entities. Contacts involve influencing or persuading other subject matter experts to adopt a particular course of action or to change direction in a particular resource activity due to a fire or aviation management consideration which may be in conflict with a proposed resource objective.

Factor 8 Physical Demands

The work is normally sedentary but often requires long hours of varied shifts during fire emergencies. Occasional field assignments may include long periods of standing or walking over rough terrain.

Factor 9 Work Environment

Most work is performed in an office setting. Field assignments include work at fire locations with exposure to smoke and inclement weather. Work may require frequent flying in small fixedwing and rotarywing aircraft. Incumbent will adhere to all safety rules and regulations as prescribed in manuals/supplements or by the designated Safety Officer.